



A summary of the topic is included in this space.

Tips for the discussion leader is included in this space.

[illegible]

Just as workers should be trained in the recognition and avoidance of unsafe conditions, employees should also be trained in creating a positive working environment. Several of the topics in this series are intended to serve as a quick reference guide to help accomplish this important task.

Remember some basic principals when providing instruction: Introduce the topic, present the key concepts, and invite participation. Conclude with a review of the key points.

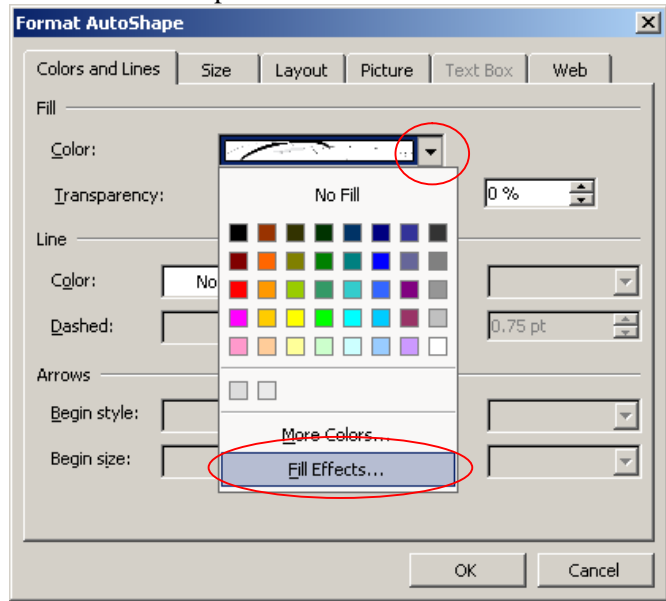
1. Open the flyer in Microsoft Word.
2. Locate the Toolbox Talk logo and select the graphic that looks like this:



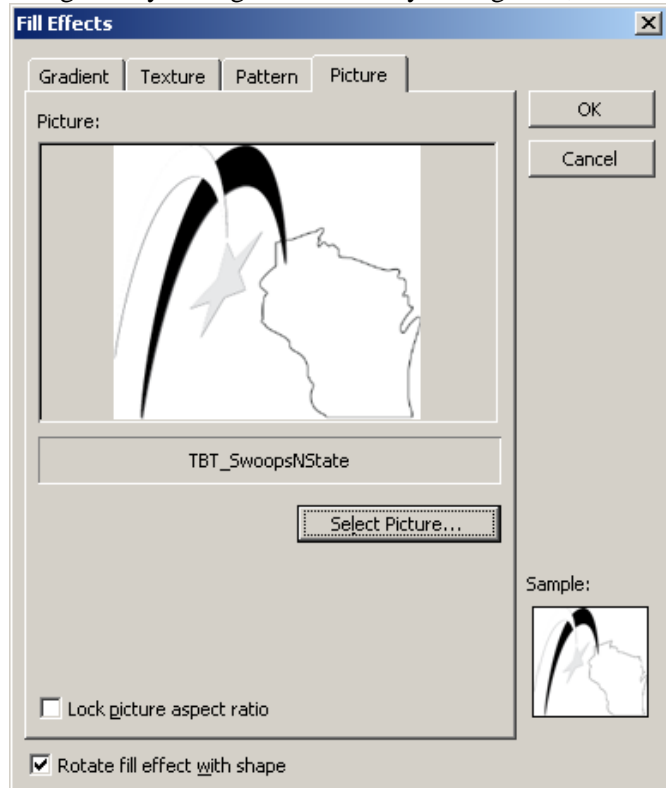
## Points to Remember!

This section will capture the high points of the topic.

3. Right-click on the graphic and select “Format AutoShape”.
4. On the Format AutoShape window, Colors and Lines tab, click the Fill Color dropdown and select “Fill Effects”



5. From the Fill Effects window, click “Select Picture” and navigate to your logo file. Select your logo file, then click Ok.



## Participant Signature(s) and Date:
